

## CAPITAL IMPROVEMENT PROJECTS – ADVERTISEMENT SCHEDULE

FY18 Submittal Dates for State Building Advisory Commission Action

### General:

- \* SBAC meetings are scheduled for the second Wednesday of the month at 9:00 a.m. If member availability is insufficient for a quorum, the meeting will be rescheduled.
- \* Project advertisement from an agency for publishing in the Kansas Register is due to OFPM by noon Wednesday of each week for submittal to the Secretary of State's office. Secretary of State will publish both the paper and online copies of the register on Thursday of the following week.
- \* Statute required the architect/engineer be given 15 calendar days to prepare and submit a proposal. The earliest required proposal submittal day and time to OFPM is noon on Friday of the second week after the publish date. If an agency advertises a longer than a 15-day proposal submittal time, the advertisement submittal must be proportionately earlier in order for the scheduled proposal submittal date to remain unchanged.
- \* Practical time for the SBAC to sufficiently review proposals and develop a quality analysis of the A/E candidates is a minimum of 10-calendar days.
- \* The schedule below indicates the last due date for each monthly meeting.

### Schedule:

Advertisement Request is Due at OFPM	Advertisement Due at Secretary of State's Office	Kansas Register Publication Date	Last Proposal Due Date for Monthly Meeting	SBAC Monthly Meeting Dates
(Wednesday Noon)	(Thursday Noon)	(Thursday)	(Friday at 2:00 pm)	(2nd Wednesday at 9:00 am)
7-Jun-17	8-Jun-17	15-Jun-17	30-Jun-17	12-Jul-17
5-Jul-17	6-Jul-17	13-Jul-17	28-Jul-17	9-Aug-17
9-Aug-17	10-Aug-17	17-Aug-17	1-Sep-17	13-Sep-17
6-Sep-17	7-Sep-17	14-Sep-17	29-Sep-17	11-Oct-17
4-Oct-17	5-Oct-17	12-Oct-17	27-Oct-17	8-Nov-17
8-Nov-17	9-Nov-17	16-Nov-17	1-Dec-17	13-Dec-17
6-Dec-17	7-Dec-17	14-Dec-17	29-Dec-17	10-Jan-18
10-Jan-18	11-Jan-18	18-Jan-18	2-Feb-18	14-Feb-18
7-Feb-18	8-Feb-18	15-Feb-18	2-Mar-18	14-Mar-18
7-Mar-18	8-Mar-18	15-Mar-18	30-Mar-18	11-Apr-18
4-Apr-18	5-Apr-18	12-Apr-18	27-Apr-18	9-May-18
9-May-18	10-May-18	17-May-18	1-Jun-18	13-Jun-18